

**Clinton-Glen Gardner Board of Education**  
April 22, 2020

**WORK SESSION MINUTES**

The Clinton-Glen Gardner School District is a community who values traditions. Our MISSION is to nurture and cultivate each child to be a compassionate, curious, and creative thinker, entrusted and empowered to build and lead the future.

**Adopted 3/2016**

**Opening Statement:**

Brendan McIsaac called the meeting together at 7:01 pm by announcing this meeting is held in compliance with the New Jersey Open Public Meetings Law. The Clinton-Glen Gardner Board of Education has given the public adequate notice by having the date, time, and place of the meeting published in the Hunterdon County Democrat and Hunterdon Review, and by having duly posted the same information in the Board Office, the school bulletin board, the faculty room and the Town Hall.

**ROLL CALL:** Present (via live stream accessible via CPS.org website): Mr. Brendan McIsaac, Mrs. Lorraine Linfante, Mr. Carl Sabatino, Dr. Ashutosh Tewari, and Mr. Craig Sowell (Mr. Sowell arrived at 7:17)

Also Present: Dr. Seth Cohen, Superintendent/Principal

Mrs. Bernadette Wang, Business Administrator/Board Secretary

**1. Monthly School Data:**

**A. Enrollment Data Report (Attachment #1)**

**B. Student Suspensions:**

1. In-School Suspensions: 0
2. Out-of-School Suspensions: 0

**C. School Nurse's Report (Attachment #2)**

**D. Violence and Vandalism (EVVRS Data), HIB 0 investigation 0 confirmed**

**E. Fire Drill and Bus Evacuation Drill Report (Attachment #3)**

**Motion:** *To accept the aforementioned monthly school data report, items 1A-E. to be moved on at Business Session on April 28, 2020*

**2. Superintendent/Principal's Report**

- Discussion of Hybrid distance learning - Paper packets going home for grades 1-2, teachers and classes meeting virtually for reading from teachers and students alike. Middle school continuing with the usual work, projects and assignments virtually as well.
- Chromebook needs are being met and are being distributed as needed.
- Not implementing any set plans as we wait for direction from the State.
- Graduation of 8th grade is being considered
- Dr Tewari discussed the need to be sure the students have access and guidance to connect with appropriate resources concerning any online bullying as all connection with students

is done virtually. Dr Cohen will be sure to distribute communication on that matter to the students and parents

- a. **Student Representative Report -NONE**
- b. **Clinton Education Association Report- NONE**
- c. **Assistant Principal- Curriculum Coordinator Report- NONE**
- d. **Special Services Report- NONE**

6. **Public Comment-** NONE received via email to Mrs. Wang

7. **Personnel**

A. **Speech Therapist Extern Fall 2020**

*Motion: To approve Paige DiGiambattista as a speech therapist extern for the 2020-2021 school year to be moved on at Business Session on April 28, 2020*

B. **ESY**

- ESY will need modification if virtual learning is still in place

<i>Motion: To approve the following staff member to serve extended school year roles as listed below per negotiated agreement to be moved on at Business Session on April 28, 2020</i>		
<b>Position</b>	<b>Name</b>	<b>Rate</b>
<b>Teacher</b> (5 weeks,4 days/wk, 3hr instruction & 30 min prep/day)	Forthcoming	\$49/hr
<b>Paraprofessional</b> (5 week, 4 days/wk, 3hr/day)	Forthcoming	\$18.00/hr
<b>PreSchool Teacher</b> (4 weeks, 4 days/wk, 3hr instruction & 30 min prep/day)	Forthcoming	\$49/hr

<b>PreSchool Paraprofessional</b> (4 week,4 days/wk, 3hr/day)	Forthcoming	\$18.00/hr
<b>Nurse</b>	Forthcoming	\$49/hr
<b>Speech Therapy</b> (4hr/wk)	Forthcoming	\$93/hr
<b>Substitute Para/Teachers</b>	Forthcoming	\$18.00/hr or \$49/hr

**8. Curriculum, Instruction, Assessment, & Technology**

**A. Professional Development**

*Motion: To approve the following requests for professional development and travel related mileage in accordance with NJAC 18A: 11-12: NONE*

<b>Program Name</b>	<b>Date</b>	<b># Employees</b>	<b>Event Cost</b>	<b>Substitute Pay</b>	<b>Total Cost</b>

**B. Field Trips**

*Motion: To approve the following requests for field trips as listed: NONE*

<b>Date</b>	<b>Grade</b>	<b>Destination</b>	<b>Cost per student</b>

**9. Policy and Regulations**

*Motion: To approve the listed First Readings and Adopt or Repeal the Policies and Bylaws with Readings (summaries attached) to be moved on at Business Session on April 28, 2020*

Policy #	Title	Action	Att. #
P& R 1581	<p><b>Domestic Violence M)</b>            N.J.S.A. 11A:2-6a was enacted and became effective January 8, 2018 and required the New Jersey Civil Service Commission to develop a Uniform Domestic Violence Policy for public employers to adopt which encourages public employees who are victims of domestic violence to seek assistance from their human resources officers. The Civil Service Commission published the Uniform Domestic Violence Policy on October 15, 2019. The Uniform Domestic Violence Policy incorporates the New Jersey Security and Financial Empowerment Act – N.J.S.A. 34:11C-1 - NJ SAFE Act, which provides unpaid leave to an employee who was a victim of domestic violence or any sexually violent offense or whose child, parent, spouse, domestic partner, or civil union partner was a victim of domestic violence or any sexually violent offense. N.J.S.A. 11A:2-6a and the Uniform Domestic Violence Policy apply to all public employers and the NJ SAFE Act applies to all employers who employ twenty-five or more employees. Revised Policy Guide 1581 and the new Regulation Guide 1581 have been developed in response to the publishing of the Uniform Domestic Violence Policy. These revised Guides now incorporate all of the provisions of the Uniform Domestic Violence Policy required by N.J.S.A. 11A:2-6a and the requirements of N.J.S.A. 34:11C-1 - NJ SAFE Act.</p> <p>Policy and Regulation Guides 1581 are divided into two sections, one outlining the requirements of the Uniform Domestic Violence Policy and the other outlining the requirements of the NJ SAFE Act. This Policy Guide 1581 – Domestic Violence should replace a district’s existing Policy 1581 – Victim of Domestic or Sexual Violence Leave. The Regulation Guide is new. Based on the statutory requirement for a district to adopt a Domestic Violence Policy, these Policy and Regulation Guides are now mandated and both must be adopted by the Board.</p>	1st	4A
P 2422	<b>Health and Physical Education (M) (Revised)</b>	1st	4B

	<p>Three new statutes were recently approved and codified as:</p> <ol style="list-style-type: none"> <li>1. N.J.S.A. 18A:35-4.34 – Financial Literacy Instruction</li> <li>2. N.J.S.A. 18A:35-4.35 – History of Disabled and LGBT persons Included in Middle and High School Curriculum</li> <li>3. N.J.S.A. 18A:35-4.36 – Policies, Procedures Pertaining to Inclusive Instructional Material</li> </ol> <p>These new statutes specifically address issues that must be included in the school district’s curriculum and/or in the New Jersey Student Learning Standards (NJSLS). Strauss Esmay’s Policy and Regulation Guides do not typically list specific curriculum or NJSLS requirements, which are mostly included in the administrative code, as the NJSLS are incorporated by reference within several Strauss Esmay Policy and Regulation Guides. However, these new statutes are included in the section of the statutes that address curriculum requirements related to the health and well-being of students. Strauss Esmay does not know if the provisions of these new statutes will be a QSAC or other monitoring requirement. Therefore, Policy Guide 2422 has been revised to list the requirements of these three new statutes.</p>		
<p>P&amp;R 5330</p>	<p><b>Administration of Medication (M) (Revised)</b>                  P.L. 2019, Chapter 118 revised N.J.S.A. 18A:40-12.3 and enacted N.J.S.A. 18A:40-12.29 through 12.33. N.J.S.A. 18A:40-12.3 requires a Board of Education to permit self-medication by a student for adrenal insufficiency in addition to other health issues currently in the law such as asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction. N.J.S.A. 18A:40-12.29 through 12.30 requires a policy for the administration of hydrocortisone sodium succinate for adrenal insufficiency and designates the school nurse and others to administer the medication. N.J.S.A. 18A:40-12.31 requires the New Jersey Department of Education (NJDOE) and Department of Health to develop guidelines for school districts to develop a Policy for the emergency administration of hydrocortisone sodium succinate to</p>	<p>1st</p>	<p>4C</p>

	<p>students for adrenal insufficiency. N.J.S.A. 18A:40-12.32 outlines the required training protocols for the administration of hydrocortisone sodium succinate and N.J.S.A. 18A:40-12.33 provides immunity from liability in relation to the administration of hydrocortisone sodium succinate to a student.</p> <p>The NJDOE Guidelines are not yet available, but the statute was approved in May 2019 with a September 2019 effective date. Strauss Esmay did not want to wait for the Guidelines to be published to update Policy and Regulation Guide 5330. The new statutes address the administration of hydrocortisone sodium succinate in a similar manner as the statutes and administrative code address the administration of epinephrine. Therefore, the Policy and Regulation Guides have been revised to align with the new statutes for the administration of hydrocortisone sodium succinate. The biggest issue regarding these new statutes is the school nurse or another properly trained staff member must be available on site at the school and at school-sponsored functions in the event a student needs to have hydrocortisone sodium succinate administered. This is similar to the epinephrine law and school districts may want to have the same staff members trained to administer epinephrine also be trained in administering hydrocortisone sodium succinate. These Guides will be updated if the NJDOE Guidelines require revisions. Policy and Regulation Guides 5330 are mandated and both must be adopted by the Board.</p> <p>In addition, the school nurse may not be referenced in some areas of the Policy and Regulation Guides where the nurse is routinely involved. This is because the statutes specifically place responsibility on the “Board of Education” or “Superintendent.” Therefore, these Guides use “Board” or “Superintendent” as indicated in the statute, but add “or designee” of which the school nurse can be the “designee.”</p>	
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<p>P 7234</p>	<p><b>Supervision of Construction (M) (Revised)</b>  The New Jersey Department of Education (NJDOE) published a Memorandum titled “Contractor Employees Procedure for Criminal History Record Checks.” The Memorandum addresses criminal history record checks required for a construction contractor’s employees serving in a position which involves regular contact with students. Upon additional research and discussion with the NJDOE’s Office of Student Protection (OSP), the purpose of the Memorandum was to remind school districts of the criminal history record check requirements outlined in N.J.S.A. 18A:6-7.1 et seq. and to recommend a school district designate a liaison to construction contractors who shall be responsible to obtain a list of individuals who will be employed by the construction contractor that are required to undergo a criminal history record check. The Memorandum indicates the liaison shall also forward a list of the construction contractor’s employees to the school official who will receive any adverse action correspondence from the OSP related to the criminal history record check process. Therefore, the school official shall be able to review the contracted construction company’s list of employees in order to determine if the subject of an adverse action correspondence is either a school employee or a construction contractor’s employee and take appropriate action. Policy Guides 3125 and 4125 address the statutory requirements for criminal history record checks. However, Strauss Esmay felt it was more appropriate to revise Policy Guide 7243 to incorporate the process outlined in the NJDOE Memorandum. The criminal history record check is required by statute; therefore, this Policy Guide is now Mandated.</p>	<p>1st</p>	<p><b>4D</b></p>
<p>P&amp; R 8220</p>	<p><b>School Day (M) (Revised)-- R 8220 – School Closings (Revised)</b>  The New Jersey Department of Education (NJDOE) published a Memorandum titled “Delayed Opening and Early Dismissal Policies” reviewing requirements regarding a school day, a shortened school day, and Kindergarten/preschool class sizes. The Memorandum indicates the Board’s “policy should detail the starting and ending time that will define the day for each school, in the event of a shortened day.” It is common practice for a Board to annually approve a school calendar that includes daily starting and ending times for each school in the</p>	<p>1st</p>	<p><b>4E</b></p>

	<p>district. Therefore, the revised Policy Guide indicates the Board of Education will approve a school calendar to include the days and times schools are in session, including shortened days. There is no statute or administrative code section that requires these provisions be included in Board Policy and Boards have not typically included each individual school’s starting and ending time for regular and shortened school days in this Policy Guide. The annual Board approval of a school calendar with starting and ending times of each school in the district has satisfied these requirements outlined in the Memorandum. This Policy Guide now requiring annual Board approval makes Policy Guide 8220 mandated. The Regulation Guide 8220 has also been updated to reflect more current practices of communicating an all-day school closing and an early dismissal with parents, staff, and other people and organizations. The provisions in this Regulation Guide 8220 are not governed by a statute or administrative code and may be revised to reflect current practice in the district.</p>		
<p><b>P 8462</b></p>	<p><b>Reporting Potentially Missing or Abused Children (M) (Revised)</b>Public Law 2019, Chapter 178 was approved and codified as N.J.S.A. 18A:33-28. This new statute requires a Board of Education to display specific information in each school building about the Department of Children and Families’ State Central Registry, a toll-free hotline for reporting child abuse.</p> <p>The new law also requires the information be in a format and language that is clear, simple, and understandable, and the information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. Policy Guide 8462 has been revised to incorporate all the requirements of the new law. Policy Guide 8462 is mandated.</p>	<p>1st</p>	<p><b>4F</b></p>



## 10. General Information: Business Administrator's Report

Mrs Wang discussed the current restrictions to access the Budget for review in the School office. If requested, in lieu of viewing onsite in the Business office, the information will be provided via email if requested.

### A. 2020-21 School Budget Presentation

### B. 2020-21 School Budget Final Approval

**Motion:** *To approve the adoption of 2020-21 School Budget to be moved on at Business Session on April 28, 2020*

The final budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

The proposed budget includes a \$30,000 reduction in Borough of Glen Gardner tax certification to be paid by the reserve set aside by the Borough for school tax relief in July 2009 when the district was merged.

The proposed budget includes the use of Capital Projects Fund Balance from the 2014 Referendum transferred to Post-Merger Debt Payment in the amount of \$47,071.

The proposed budget includes a "banked cap" to be included in the 2020-2021 base budget in the amount of \$65,045 from 2017-2018 and \$86,536 from 2018-2019. This is to help continue our behavior, social/emotional learning and autism programs along with our special needs student costs. The use of the "banked cap" also is necessary to reduce the impact of the loss of State Aid which came in at a much greater impact than originally anticipated. The implementation of these programs will be completed by the end of the budget year on June 30, 2021 and will not be deferred or incrementally completed over a longer period of time.

Anticipated Enrollment	438
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#### Expenditures

General Current Expense	\$8,715,674
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#### Revenue

Local Tax Levy-General	\$7,425,545
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	\$14,143	Withdraw from Capital and Emergency Reserve	\$0
Capital Outlay	\$14,143		
		Prior Year Encumbrance	\$0
		Misc Revenue	\$81,496
		Tuition	\$130,706
		State Aid	\$1,092,070
	\$8,729,817	Total Operating Budget	\$8,729,817
Total Operating Budget	\$8,729,817		
		Special Revenue Fund	\$136,673
Special Revenue Fund	136,673	Special Revenue Fund	\$136,673
		Debt Reserve	\$47,071
Repayment of Debt	443,130	Debt Service Aid	\$100,418
		LocalTaxLevy-Debt	\$295,641
		Total Debt Fund	\$443,130
Total Expenditures	\$9,309,620	Total Revenue	\$9,309,620

As per NJAC 6A:34B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2020-2021 tentative budget includes a maximum travel appropriation of \$25,000.

The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

Included in the 2020-21 proposed budget is a maximum regular business travel amount of \$1,000 per employee (total travel not to exceed \$1500 per employee)

### C. Monthly Minutes and Financial Approval

**Motion:** *To approve the Minutes and monthly financial transactions and reports items 1-5 to be moved on at Business Session on April 28, 2020*

1. Approval of Board of Education Minutes from the March 11, 2020 Work Session, March 17, 2020 Business Session. **(Attachment #5)**
2. Certification of the Secretary's and Treasurer's report that the cash receipts, cash expenditures, and cash balances in the specified amounts, are in agreement and further approve that in compliance with NJAC 6:20-2.13E, that no major account or fund has been over-expended and that as of the date of their reports there are sufficient funds available to meet financial obligations for the remainder of the 2019-2020 school year.  
**(Attachment #6)**

February, 2020	\$1,809,753.26
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3. Approval of the Bill List in the specified amounts **(Attachment #7)**
  - a. General Account: \$766,556.10
  - b. Cafeteria Account: 0
4. Checking Account Balances – February, 2020
  - a. Student Activities: \$ 78,315.10
  - b. Cafeteria: FORTHCOMING
  - c. Unemployment: \$52,950.97
  - d. Payroll Agency FORTHCOMING
5. Transfers in the amount of (FORTHCOMING) for March, 2020. **(Attachment #8)**

### D. NJSIG Safety Grant Application Submission for 2020-21

**Motion:** *To approve submission of the 2020-2021 Safety Grant in the amount of \$4,700 for the purchase of security cameras and cost of installing a panic button as part of Alyssa's law to be moved on at Business Session on April 28, 2020*

**11. Correspondences**

- Surveys from the State are being presented for feedback regarding how districts will implement social distancing if required to resume onsite schooling. Dr Cohen, with support from the Board, will wait for direction and requirements from State before planning such a model.

**12. New Business**

- Discussion of adjustments for transportation billing - ESC advised that no credit will immediately be given. They will pass savings on potential next year. This will retain current services and staff for when school does resume.
- Current financial impact discussed regarding virtual schooling-
  - Savings: No/minimal substitute teacher pay, less copy paper, no contracted sports/field trip bussing
  - Expenses: loss of aftercare revenue, custodial supplies (currently staff is in full summer clean mode, stripping floors and disinfecting each room). As well food service may require funds to be moved in that account as regular lunch income is not coming in however expenses to continue free/reduced lunch are being incurred.
- Grading for the virtual learning period- Pass/fail grading will be communicated to parents

**Motion:** *To approve 2019-2020 12 month employee and custodial school calendars to be moved on at Business Session on April 28, 2020*

**A. 2020-2021 School 12 Month Employee Calendar (Attachment #9)**

**B. 2020-2021 School 12 Month Custodial Calendar (Attachment #10)**

**C. Superintendent Evaluation**

- Process to begin with Dr Cohen, will then require Board input and needs to be wrapped up by the end of the school year.

**13. Old Business**

**A. Dear Parents-**

on hold until the end of school year decisions are made and then will be communicated early/mid May.

**B. Board Liaison Reports NONE**

**14. Public Comment** NONE received via email to Mrs. Wang

**Executive Session**

**RESOLUTION 2019-2020: 155**

**ADJOURN TO EXECUTIVE SESSION**

Mr. Sabatino moved, seconded by Mrs. Linfante motion carried by roll call vote, 5-0 to adjourn to Executive Session at 8:16 pm.in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Personnel matter. The matter discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

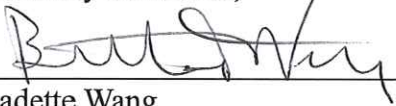
**RESOLUTION 2019-2020: 156****RESUME BUSINESS SESSION MEETING**


Mrs. Linfante moved, seconded by Mr. Sabatino, motion carried by roll call vote, 5-0 to at 8:16 pm to resume regular business session meeting.

**RESOLUTION 2019-2020: 157****ADJOURNMENT**

Mrs. Linfante moved, seconded by Mr. Sabatino and passed by roll call vote, 5-0, to adjourn the Board Meeting at 8:17 p.m.

Respectfully submitted,

  
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Bernadette Wang  
Business Administrator

  
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Brendan McIsaac  
President